

1 December 1976

MEMORANDUM FOR: Agency FOIA/PA Components

FROM : Gene F. Wilson
Chief, Information and Privacy Staff

SUBJECT : FOIA/PA Responses Involving Newspaper Clippings

Attached is a memorandum which sets forth a proposed method of handling newspaper clippings located in a CIA file search. We are, of course, anticipating that some requesters will ask for a set of copies, but at the same time we feel that the overall analyst/secretarial/clerical savings in time, as well as in xerox costs, will more than justify this recommended procedure.

for
Gene F. Wilson

STAT

Attachment: As Stated

cc: ✓ OGC/FIO
✓ OLC/FIO
✓ Special Asst. to DCI (Mr. Falkiewicz)
✓ O/DCI/FIO
✓ O/DDCI/FIO
10 - DDO/PICG
10 - DDI/FIO
10 - DDS&T/FIO
DDA
DDA/OS/FIO
DDA/OP/FIO
DDA/OMS/FIO
DDA/OC/FIO
DDA/LOG/FIO

STAT

OGC Has Reviewed

MEMORANDUM FOR: Chief, Freedom of Information and
Privacy Law Division

FROM : Gene F. Wilson
Chief, Information and Privacy Staff

VIA : Assistant for Information/DDA

SUBJECT : FOIA/Privacy Responses Involving Newspaper
Clippings

1. It would be desirous for us to standardize our responses to the public involving newspaper clippings or similarly published material located in a CIA file search in responses to FOIA or Privacy Act requests. When identifying such material the following procedure is suggested:

Where newspaper clippings, magazine articles or similarly published material are located, either in a file or an indexes search in response to a Privacy Act or FOIA request, such documents will be considered responsive to the FOIA request and the access provisions of the Privacy Act. It is suggested that where there are five or less documents located by a component, copies of these will be made available to IPS for transmittal to the requester. Where there are more than five documents located in the search, copies will not necessarily be included in the initial response to the requester. However, the requester will be advised that a variety of clippings have been located and would be made available to him upon his further request.

2. In discussing newspaper clippings with the FBI and the Drug Enforcement Agency, both indicated that based on the advice of Ms. Mary Lawton, Department of Justice, such publications were considered responsive to FOIA and the Privacy Act and are included in their responses. However, I would like to note that at the present time the FBI responds only to cases where there is a file on a requester, and not on the results of an indexes check (where there is no file) unless specifically asked to do so by the requester.

3. This procedure is a slight step backward from our present position of sending out almost all newspaper clippings located in our search, which in many cases are old publications and often large in volume. Moreover, the end product of several xeroxing operations is often a poor quality reproduction. This approach is suggested as more efficient response, with time and paper savings, and yet will permit an opportunity for the requester to obtain such documents if definitely desired.

4. Please advise your concurrence and/or any additional comments in formalizing this procedure.

STAT

[Redacted]
Gene F. Wilson

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CONCURRENCE:

[Redacted]
OGC

22 Nov 76
Date